# Section 3 Commodity Database Maintenance

# INTRODUCTION

**Purpose**          This section addresses the commodity database records and processes.  The purposes of
Section 3 are:

!    To provide a structured document to be used for processing within the commodity
database.

!    To provide concepts for processing within the commodity database.

!    To provide procedures for processing within the commodity database.

!    To provide data entry instruction by screen for processing within the commodity
database.

!    To provide documentation and instruction for processing of as required reports within
the commodity database.

All of the basic information required for processing within the commodity database is
contained within this section.

**Structure**          This section is comprised of a minimum of 4 chapters.  Chapter 1 addresses Concepts,
Chapter 2 addresses procedures, Chapter 4 addresses the documents (screens), and Chapter
6 addresses any applicable as required reports and processing procedures.  Each chapter will
contain a table of contents for that chapter for ease of reference and location of desired
information.